

## SECOND YEAR ADMINISTRATOR

### 1. Check your license.

A. **Reciprocal license** – this is issued if you have an out of state license and you are meeting your deficiencies noted in an evaluation of your credentials. You MAY NOT enroll in Year Two of IMAP. (Indiana Mentoring and Assessment Program)

B. **Emergency Permit** – this license is requested by your school corporation to fill a need in a shortage area. You MAY NOT enroll in Year Two of IMAP. (Indiana Mentoring and Assessment Program)

C. **Rules 46-47 License** – this is a standard license. There is no internship requirement under this rule for administrators.

D. **Rules 2002 -- INITIAL PRACTITIONER LICENSE** - Most recent graduates will hold this instructional license. You must be enrolled in Year Two of IMAP (Indiana Mentoring and Assessment Program) by your school corporation. You must also currently hold an administrative position in order to complete the internship and assessment.

2. At the beginning of the school year, your corporation is responsible for assigning a mentor to you. A state certified mentor who is outside of your district is preferred, but as of the 2008-2009 school year this provision is no longer required. You or your school corporation should contact [imaphelp@doe.in.gov](mailto:imaphelp@doe.in.gov) to obtain the current list of certified mentors. However, the corporations will make the assignments and will enroll you in IMAP by using an online system. If your corporation fails to contact you about this by September 15, please check with them. This enrollment is a serious licensure issue.

3. During the year you are expected to work with your mentor and fulfill any other requirements set forth by your specific school corporation. After you enroll in Year Two, you will receive an email notification from IDOE. This email will give you directions for completing your online assessment which is required by state statute. Successful completion of the assessment is required to proceed to the next level of licensure. At the end of Year Two, the following is needed:

A. **Reciprocal license** --- No end of year documentation needed. IMAP enrollment serves as proof first year has been completed. You should NOT have been participating in IMAP in Year Two.

B. **Emergency permit** --- No end of year documentation needed. You should NOT have been participating in IMAP in Year Two.

C. **Rules 46-47 License** ---- No end of year documentation needed due to no internship required.

**D. Rules 2002 Initial Practitioner License** --- The following documents are needed in order to obtain the Proficient Practitioner License: Copy of Indiana School Leaders Assessment showing at least an 80% pass rate in all categories and the Individual Development Plan Summary form signed by the mentor and candidate. To apply for the Proficient Practitioner License, follow this checklist:

<http://www.doe.in.gov/dps/licensing/checklists/BuildingLevelAdminOnly.pdf>

or go to [www.doe.in.gov/dps/licensing](http://www.doe.in.gov/dps/licensing)

Choose Application Quicklinks, then choose “Initial Building Level Administrator”. Include a copy of your scores and the IDP summary sheet with your application materials.